

Vice President's Job Description Answer Key

The students' job descriptions should include the following:

1. **Job title:** Vice President of the United States
2. **Objective:** this should consist of three or four (or more) sentences that explain the job.
3. **Summary:** this is a short paragraph that should sum up the job itself, so it should talk about what is expected of the Vice President.
4. **Responsibilities:** this list should include some of the following responsibilities:
 - a. Step into the Presidency should the President be unable to perform his or her duties
 - b. Preside over the Senate
 - c. Cast tie-breaking votes in the Senate as necessary
 - d. Serve as an adviser to the President
 - e. Specific duties, as assigned by the President
 - f. Adopt a specific policy portfolio, either by choice or as assigned
 - g. Work with the Executive and Legislative Branches as needed

This is not an exhaustive list. Depending on the students' knowledge of past and present vice presidents, they may be able to add to it.

5. **Qualifications and skills:** these should include both hard and soft skills.
 - a. For hard skills, students would want to include requirements to hold office.
 - i. 35 years of age, natural-born citizen, and resident of the U.S. for at least 14 years.
 - ii. Hard skills may also include education, knowledge of the government, an understanding of the law, etc. These are quantifiable skills.
 - b. For soft skills, students would want to focus on skills such as being able to communicate, speak in public, manage time, and solve problems. Other soft skills include having a good attitude, self-confidence, and the ability to work under pressure.

Again, this is not an exhaustive list. Depending on the students and their experiences, they may be able to list additional hard and soft skills.

The students may or may not include the information below:

6. **Company overview:** this would be a short description of the U.S. government.

7. **Salary and benefit information:** it is unlikely that the students will know this without doing research.

8. **How to apply:** this would be the campaign process itself. Depending on the students, they may or may not know how the process works.

The purpose of this assignment is to get the students thinking about what is involved in being the Vice President.